

MPCP, RPCP and WPCP Requirement Reminders and Other Information July 2017 to September 2017

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirement reminders and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools. Please also review the [2017-18 School Important Dates](#) for other upcoming requirements.

DPI has already received some of the reports listed below from some schools. Please do not request confirmation of receipt if the school has already submitted the reports.

Contents

Reminders	2
1. MPCP & RPCP Schools - Application Verification.....	2
2. WISEdata – Summer 2017	3
3. MPCP & RPCP Schools – Last Day to Request Grade Changes by DPI– July 31	3
4. WPCP Schools - Student Withdrawals – Summer to January 5	4
5. WPCP Schools - Student Transfers Due to Moving – August 1 to August 18.....	4
6. WPCP Schools – WPCP Students Move to Milwaukee or Racine Unified School District – April 21 to August 18	5
7. Accreditation - MPCP, RPCP & WPCP Schools – August 1, 2017 to January 15, 2018.....	5
8. Disclosure of Information – due by August 1	6
9. Private School Report Card Form - due by August 1	7
10. New MPCP, RPCP & WPCP 2017-18 Schools - Additional Requirements – due by August 1	7
11. MPCP & RPCP Schools - Submit Applications in OAS – due by September 1	8
12. September 1 Enrollment Report – due by September 1	9
13. Summer School Count Report – due by September 15	9
Other Information	11
15. September Choice Payments	11
16. New OAS Features	11
i. Date Application Submitted by Parent on Application Summary and Verification Screens.....	11
ii. Parent Email Address on Verification Screen.....	11

In order to be eligible to receive state aid payments under the Choice program, schools must meet certain program requirements, including the timely submission of all program reports and audits.

Please contact DPI at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.

Reminders

1. MPCP & RPCP Schools - Application Verification

Schools must determine if all MPCP and RPCP applications are eligible the earlier of the following: within 60 days of the end of the application period during which an application is received, prior to the next application period, prior to completing a random drawing, if applicable, or prior to the next count date.

Schools must verify MPCP and RPCP applications in the Online Application System (OAS) and notify parents in writing, via letter or email, of acceptance or nonacceptance within 60 days of the end of the application period during which an application is received.

MPCP and RPCP applications that are not verified in OAS within 60 days of the end of an application period or by January 31st for the December open application period will expire. **These applications will have a status of “Expired after 60 Days” in OAS and will be ineligible for a voucher.** Parents of these students would need to re-apply in a future application period. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

Please see the table below for the application period start and end dates and the last day to verify applications for each application period. Upcoming dates in July, August, and September are highlighted below in **red**. Schools should plan accordingly for these dates.

Application Period	Start	End	Last Day to Verify
Feb	2/1/2017	2/20/2017	4/21/2017
Mar	3/1/2017	3/20/2017	5/19/2017
Apr	4/1/2017	4/20/2017	6/19/2017
May	5/1/2017	5/22/2017	7/21/2017
Jun	6/1/2017	6/20/2017	8/19/2017
Jul	7/1/2017	7/20/2017	9/14/2017
Aug	8/1/2017	8/21/2017	9/14/2017
Sep	9/1/2017	9/14/2017	9/14/2017
Oct	10/1/2017	10/20/2017	12/19/2017
Nov	11/1/2017	11/20/2017	1/11/2018
Dec	12/1/2017	1/8/2018	1/11/2018

Note: (1) Schools must verify and submit applications in OAS prior to count reports for an application to be counted and eligible for payment.
(2) Oct, Nov and Dec Application Periods are only for the MPCP.

Schools can find applications that have not been verified in OAS as follows:

- Click “App Summary” located on the left side menu bar.
- Place a check next to “Not Yet Verified” located at the top of the screen.
- Filter the “Enroll Pd.” drop down located at the top of the screen by the open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message “No records found” displays, there are no applications for the school that need to be verified for that open application period. If the application period has not ended, the school will need to complete this process again after the open application period ends.

Helpful Resources:

- Training Module 8: Student Applications & Eligibility at [Choice programs - On Demand Training](#)
- Documents listed under the “Explanation of Application Requirements and Process” on the [Student Application Processing webpage](#). This includes an Application Verification FAQ, Student Application Checklist, and bulletins explaining the requirements.

2. WISEdata – Summer 2017

New 2017-18 Schools: Private schools that are first participating in the Choice program for the 2017-18 school must have a DPI WISEdata certified student information system (SIS) operational and reporting data to WISEdata **by the first day of school**. Please see the [New Choice Schools: Welcome to WISEdata](#) document to learn the basics of WISEdata and how to efficiently transition to a new data reporting process.

WISEids for new 2017-18 Students: All schools may begin sending WISEid request files generated from their SIS to report new students for the 2017-18 school year.

2017-18 School Year Student Data: All schools may begin 2017-18 school year student data reporting through the WISEdata Ed-Fi API.

New Data Elements Webpage: The WISEdata team has created a new [Data Elements Page](#). Please see the new [Data Elements Page](#) for detailed descriptions about the data elements and what codes to use. Schools can select “Choice Schools” on the School Type drop down menu and click “Apply” to display only the Choice school data elements. Next, schools can click on each data element name for more detailed information on each element.

2016-17 Schools Changing to New SIS Vendor for the 2017-18 school year: Schools moving to a new SIS vendor for the 2017-18 school year must plan for the reporting of the 2016-17 school year Attendance, Completion/Exit, Dropout, and Assessment Demographic student data that is required to be sent in October 2017 and November 2017. The school may (1) plan for the conversion of the 2016-17 student data to the school’s new SIS or (2) maintain the old SIS to report the data through November 2017. Schools should work with their new SIS vendor to determine how to proceed.

Please remember that if your school changes SIS vendors, your school must maintain all progress records, which includes attendance records, for at least five years after the Choice student leaves your school.

WISEdata Conference Session Presentations and Videos Posted: The WISEdata conference session presentations and videos from the February 2017 WISEdata conference have been posted. The “Presentation Slides” and “Recordings” can be found under Resources at <https://dpi.wi.gov/wisedata/>. Topics include the WISEdata Portal and Data Elements, WISEids, WISEdata End of Year Reporting, and Report Card Accountability.

Helpful Resources:

- Training Module 4: Report Cards, Student Information System, and WISEdata at [Choice programs - On Demand Training](#)
- [WISEdata Help](#)

If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

3. MPCP & RPCP Schools – Last Day to Request Grade Changes by DPI– July 31

MPCP and RPCP schools may email privateschoolchoice@dpi.wi.gov to request grade changes to the 2017-18 school year applications until July 31, 2017.

After July 31st, MPCP, RPCP and WPCP schools may change the grade for a student through the enrollment/count reports.

Helpful Resources:

- Training Module 9: Payments & Count Reports at [Choice programs - On Demand Training](#)
- Training Module 10: WPCP Application Process at [Choice programs - On Demand Training](#)
- [Application Verification FAQ](#) – page 9

4. WPCP Schools - Student Withdrawals – Summer to January 5

WPCP schools must notify DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so that DPI can determine if a student from the waiting list may receive a voucher.

Please notify DPI at PrivateSchoolChoice@dpi.wi.gov with the following:

1. Student name, date of birth, and grade level.
2. Attach one of the following:
 - a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the 2017-18 school year. The form must include the student name and be signed by the parent.
 - b. A letter or email from the parent sent to the school which includes the parent(s) name, the student name and the school name stating the student has withdrawn from the WPCP or will not attend the school for the 2017-18 school year.

DPI will conduct additional random selection(s) to fill available seats from the WPCP waiting list, if applicable, prior to the 3rd Friday September count date. If additional seats become available after the 3rd Friday in September, DPI will continue to conduct the random draw process up to the 2nd Friday in January. WPCP schools should check their email regularly as DPI will use email to communicate with schools regarding students that have been selected in the random drawing. Please note that a seat declined at a school is offered to the next student on the waiting list, if possible, which is not necessarily a student that applied to that school.

Helpful Resources: Training Module 9-3: September 1 Enrollment Report at [Choice programs - On Demand Training](#)

5. WPCP Schools - Student Transfers Due to Moving – August 1 to August 18

WPCP schools must notify DPI between August 1 and August 18 when a parent/guardian requests a WPCP student application be transferred to a different Choice school due to a change in the student's residence between April 21 and the 3rd Friday in August.

Beginning in the 2017-18 school year, between the first weekday in August and the third Friday in August, DPI may transfer the applications of certain students to a different private school participating in the WPCP. DPI may transfer a student's application only if:

- a. The student applied and was determined eligible to participate in the WPCP during the enrollment period for that school year, which occurred between February 1 and April 20, 2017;
- b. The student's residence changed between April 21 and August 18, 2017, and the student continues to reside in a Wisconsin school district other than the Racine Unified School District or the city of Milwaukee;
- c. The private school to which the student's application is transferred has space available in the student's grade; and
- d. The student resides in a school district that has not exceeded its participation limit in the WPCP.

The school that the student is requesting to transfer to must do the following:

1. Complete steps 1 and 2 in the [Residency Documentation Bulletin](#) for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 18 showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.
2. Email PrivateSchoolChoice@dpi.wi.gov the following:
 - i. Student name, date of birth, and grade level.
 - ii. Date student residence changed, new address, and school district of new address.
 - iii. Attach an email from parent or letter signed by the parent showing the transfer request that includes the student name.

DPI will then review the request and notify the school whether or not the application may be transferred. If the transfer request is approved for a new student that used the DPI income determination method, the school that the student transferred to will need to obtain the income documentation from the school where the student had an accepted application.

Helpful Resources: [Residency Documentation Bulletin](#)

6. WPCP Schools – WPCP Students Move to Milwaukee or Racine Unified School District – April 21 to August 18

DPI may transfer an accepted application from the WPCP to the RPCP or MPCP program at the same school if the student moves to Racine or Milwaukee and the school participates in the applicable program.

Schools aware of a WPCP student that has moved to the city of Milwaukee or the Racine Unified School District by August 18 should complete the following if the school participates in the applicable Choice program where the student moved:

1. Complete steps 1 and 2 in the [Residency Documentation Bulletin](#) for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 18 showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.
2. Email PrivateSchoolChoice@dpi.wi.gov the following:
 - i. Student name, date of birth, and grade level.
 - ii. New address and school district of new address.

DPI will review the request and notify the school whether or not the application may be transferred.

If the school determines after August 18 that a WPCP student moved as of the 3rd Friday in September to the city of Milwaukee or Racine Unified School District, the school should report the address change in the 3rd Friday in September Count Report. This process is explained in number 14. b. below.

Helpful Resources: [Residency Documentation Bulletin](#)

7. Accreditation - MPCP, RPCP & WPCP Schools – August 1, 2017 to January 15, 2018

All Choice schools **must plan in advance** to meet their accreditation requirements and deadlines.

By August 1, 2017: Choice schools **new to the program in 2017-18** must submit a letter that the school attained preaccreditation.

By December 31, 2017:

- Choice schools **new to the program in 2017-18** must submit a letter to DPI that the school has an accepted application for accreditation (must have been preaccredited by August 1, 2017, *see above*).
- Choice schools that were **new to the program in 2014-15** must be fully accredited.

By January 15, 2018:

- Choice schools **that are fully accredited** must submit a letter from their accrediting organization confirming that the school is accredited for the 2017-18 school year.
- The Choice administrator should check with the accreditation organization to determine if the required letter has been sent to DPI before contacting DPI.

Helpful Resources: [Accreditation Bulletin](#)

8. Disclosure of Information – due by August 1

Choice schools should review the information required under Wis. Stats. §§ 118.60(6m) and 119.23 (6m) related to the school's policies, procedures, academic standards and governing board.

The Disclosure of Information must be provided to each Choice student or parent that applies to attend the school. Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school.

Continuing Schools: Continuing schools are no longer required to submit the Disclosure of Information Form to DPI. Continuing schools must provide the Disclosure of Information to each Choice student or parent that applies to attend the school. Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school.

Continuing schools must do the following.

- Ensure all board members new to the school and any governing board members with any changes of address fill out a [School Information Update Form](#) with their current information.
- Review the school's policies, procedures, academic standards to ensure that any information provided to Choice parents follows school Choice statutes and codes. Choice schools must provide this information to DPI upon request.

New 2017-18 Schools: Private schools that are first participating in the Choice program for the 2017-18 school year must do the following by August 1, 2017:

- Complete the two-sided [Disclosure of Information Form](#)*.
- Complete the required policies and information. The [Disclosure of Information Template](#) and a [Disclosure of Information Template Instructions Document](#) are available to assist Choice schools in preparing the Disclosure of Information policies and information requirements. This template is an optional method for Choice schools to provide the Disclosure of Information to parents and DPI. Schools may choose to use a different format; however, schools must provide the information required.
- Scan the completed [Disclosure of Information Form](#)* and the required policies and information. Please note that the email size limit is 15 mb. If possible, please send one email to PrivateSchoolChoice@dpi.wi.gov with the form(s) and required policies and information.
- **Schools should not send the school's handbook to DPI as part of the Disclosure of Information.**

*Please note the following:

- Board signatures, if applicable, are required on the form. If your school has more than six board members, please use multiple forms. **Starting this year, board members may sign, scan and email the form to the school. The school should send one email to DPI with the form(s).**
- The form includes language related to the disqualified person law created under 2011 Act 47. If a school is terminated from the program, the school's board members could be disqualified persons under state law. If this were to occur, DPI will mail a legal notice, with appeal rights, to the school's board members. The appeal rights will expire 14 days after the date of the notice. In order to better ensure the school's board members receive the legal notice timely and are able to exercise their appeal rights, DPI will send the notice to the board members' alternate address listed on the Disclosure of Information Form.

Helpful Resources:

- Training Module 3-2: Disclosure of Information Requirements at [Choice programs - On Demand Training](#)
- Disclosure of Information Form, Template and Instructions at [School Reports Webpage](#)

9. Private School Report Card Form - due by August 1


Under 2015 Wisconsin Act 55, all private schools participating in a Choice program will receive a Choice Pupil Report Card. This report card will only include data from Choice students attending your school. In addition, Choice schools have the option to obtain a Private School Report Card based on all students attending the school. Schools may change their opt in/opt out decision for the Private School Report Card annually.

New 2017-18 Schools: Private schools that are first participating in the Choice program for the 2017-18 school year must complete and submit a [Private School Report Card Form](#). The completed form should be signed, scanned and emailed to PrivateSchoolChoice@dpi.wi.gov by August 1, 2017.

Continuing Schools: Continuing schools may view their prior year Private School Choice Report Card opt in/opt out decision at [Private School Report Card - 2016-17 School Year's Data Option](#). If your school wishes to change this preference for the 2017-18 Private School Report Card, you must complete and submit a new [Private School Report Card Form](#). The completed form should be signed, scanned and emailed to PrivateSchoolChoice@dpi.wi.gov by August 1, 2017. Continuing schools who are not making a change do not need to send a new Private School Report Card Form.

Due to data collection processes, DPI cannot change the 2017-18 data collection for Choice and non-Choice students after August 1, 2017. After August 1, your next opportunity to change your school's opt in/opt out decision will be for the 2018-19 school year. Please remember it takes a minimum of two consecutive years of sufficient reported data to produce a Private School Report Card.

To access a report card for a private school participating in the Choice program:

- Go to <https://dpi.wi.gov/sms/choice-programs/school-information>
- Click on "Report Cards" on the left menu bar under Related Links
- Click on  **for District and School Report Cards**
- Click on "Private Schools" blue box and then pick a school from the drop down.
- Open the Report Card PDF

Helpful Resources:

- Training Module 4-1: Report Card, Student Information System, and WISEdata at [Choice programs - On Demand Training](#)
- [Private School Report Card Form](#) and [Private School Report Card - School Year's Data Option](#)

10. New MPCP, RPCP & WPCP 2017-18 Schools - Additional Requirements – due by August 1

In addition to the above August 1 requirements, all schools new to the Choice program in 2017-18 must meet requirements for providing proof of insurance, fidelity bond, preaccreditation, final budget approval and certificate of occupancy, if applicable. Send these items to PrivateSchoolChoice@dpi.wi.gov.

Helpful Resources:

- Training Module 1-1: General Program Requirements at [Choice programs - On Demand Training](#)
- [Insurance Requirements](#)
- [Accreditation Bulletin](#)

11. MPCP & RPCP Schools - Submit Applications in OAS – due by September 1

MPCP and RPCP schools must submit eligible applications in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade for purposes of state aid payments to Choice schools.

These three membership reports include:

1. September 1 enrollment report (due September 1)
2. 3rd Friday in September count report (due by October 1)
3. 2nd Friday in January count report (due February 1)

MPCP and RPCP schools may submit applications after the end of an open application period. Only applications that have been verified may be submitted (see page 2 for the last day to verify applications for each application period). Applications for students that are on a school's waiting list should not be submitted. These applications should remain in "Verified" status until the student is offered a seat.

To submit applications in OAS, MPCP and RPCP schools should click on "Submit Apps to DPI" on the left OAS menu bar.

Please see the helpful tips below for the "Submit Apps to DPI" function in OAS:

- ***Student has * under the "Multi App *" column:*** The school should confirm the student does not already have a submitted application. Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application.
- ***Student name not listed:*** The school has not completed the verification for the student's application. Only applications that have been verified will be displayed under "Submit Apps to DPI". The school should go to the "App Summary" and complete the application verification for the student.
- ***Student has a "Too early to submit" message:*** The school must wait until the end of the application period to submit the application.
- ***Student has a "Verification Not Complete" message:*** The school should do the following:
 - i. Check that the verification for all students (i.e. new and continuing students) on the family's application has been completed. If all students on the application have been verified, please complete ii below.
 - ii. Go the Application Summary screen and unverify the student(s) (i.e. uncheck the income box(es) if applicable, uncheck both of the residency boxes, click the bottom circle that says "the parent guardians have not yet..." and click save). Next, the school should verify the application(s) again. The school should then be able to submit the application(s).
 - iii. If the 2 above options do not resolve the "Verification Not Complete" message, please email PrivateSchoolChoice@dpi.wi.gov and request the student application(s) be submitted. Please include the application number(s), student name(s) and date(s) of birth(s).

Helpful Resources: Training Module 8-6: Application Verification & Submission Process at [Choice programs - On Demand Training](#)

12. September 1 Enrollment Report – due by September 1

Choice administrators must submit in OAS the “Sept 1 Enrollment” report providing the list of Choice students and count of Choice and non-Choice students enrolled at your school. Schools only report students that have enrolled in your school and not withdrawn. Schools can change the grade level for students in the count report in OAS.

To access the report in OAS, schools should click on “September 1 Enrollment” on the left OAS menu bar. For schools with multiple pages of students, use the “next” button to save each page then use the “back” button to go to the next page. This ensures data is saved in case the system times out.

Schools are reminded to retain the documentation used in verifying student eligibility for the Choice program. This includes income, if applicable, and residency documentation.

Helpful Resources: Training Module 9-3: September 1 Enrollment Report at [Choice programs - On Demand Training](#)

13. Summer School Count Report – due by September 15

Choice schools seeking a Choice state aid payment for eligible summer school instruction must submit the Summer School Count Report in OAS providing the list of Choice students who attended summer school at your school.

Schools that participate in multiple Choice programs (MPCP, RPCP, and/or WPCP), must submit a Summer School Count Report for each Choice program in OAS even if the school did not have students from a particular program participating in summer school.

To access the report in OAS, schools should click on “Summer Sch Count” on the left OAS menu bar. For schools with multiple pages of students, use the “next” button to save each page then use the “back” button to go to the next page. This ensures data is saved in case the system times out. Schools can change the grade level for students in the count report in OAS. More guidance on the completing the “Summer Sch Count” report in OAS will be provided to schools that submitted a summer school course list for summer 2017.

Please note that summer school courses funded through Federal Title programs are not eligible for payment through the Choice summer school program.

Helpful Resources: [Summer School Bulletin](#)

14. 3rd Friday September Count Report – due by October 1

a. 3rd Friday September Count

On September 15, 2017, Choice schools take the 3rd Friday in September count of students in their school and start preparing in OAS the 3rd Friday September count report.

Choice schools count by grade level how many students were in attendance for instruction on the count date, or if absent were in attendance for instruction at least one day before and after the count date. Students must not have enrolled in another school or home-based private educational program during the period of absence from your school. Schools can change the grade level for students in the count report in OAS.

b. Residency Re-Verification for Incoming WPCP Choice Students

WPCP schools must confirm that all incoming Choice students who have been accepted at the school still reside at the address on their application as of the 3rd Friday in September. Incoming Choice students are those who first begin participating in a Choice program under Wis. Stat. § 118.60 in the 2015-16 school year or thereafter. The school must report if a student has moved on the 3rd Friday in September count report in OAS. If the student has moved, the school must obtain documentation showing the student's new address no later than October 1, 2017. The new residency documentation must be dated between August 18, 2017 and October 1, 2017.

Please [Residency Documentation Bulletin](#) (page 4) and the [Application Verification FAQ](#) (page 18) for further information.

Please note that WPCP students who move will not lose their seat due to moving to a school district that is at the 2% student participation limit.

c. 3rd Friday September Count Report

Choice administrators must submit in OAS the 3rd Friday in September Count Report.

To access the report in OAS, schools should click on “September Count” on the left OAS menu bar. For schools with multiple pages of students, use the “next” button to save each page then use the “back” button to go to the next page. This ensures data is saved in case the system times out.

Helpful Resources:

- Training Module 9-4: 3rd Friday in September & 2nd Friday in January Count Reports at [Choice programs - On Demand Training](#)
- [Residency Documentation Bulletin](#) - page 4
- [Application Verification FAQ](#) - page 18

Other Information

15. September Choice Payments

By the end of September, DPI processes the September state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to DPI by September 1, 2017.

Choice schools can see the payments by student in OAS by clicking on "Payments" on the left OAS menu bar.

Choice schools will also be able to see payments in the Private School Aids Register. To access the register, click on "Private School Aids Register" located on the left menu bar of the [Private School Choice Programs](#) homepage (second from the bottom). Schools are prompted to enter the fiscal year, the school's legal entity name and agency number. Tip: Enter "2018" for fiscal year. Next, enter the school's legal entity name, click in the agency number box, and the agency number is automatically filled.

16. New OAS Features

i. Date Application Submitted by Parent on Application Summary and Verification Screens

DPI has added the date the parent submitted the application in the Online Parent Application to two screens in OAS to assist schools in identifying when the parent applied to the school.

- The date the parent submitted the application in the Online Parent Application is now displayed on the school's Application Summary Screen in OAS. The column is called "Date App Received".
- The date the parent submitted the application in the Online Parent Application is also displayed on the verification screen for each student. If you click on the student name in the Application Summary Screen in OAS, the verification screen is displayed. Below is an example with the new language:

"This verification step applies to the following continuing students for the February enrollment period on the application submitted by the parent/guardian in the online parent application on 02/02/2017:"

Please note the date was and still is available in "Export to Excel" in OAS. The field called "Date App Received" under "Application" is the date the parent submitted the application in the Online Parent Application.

ii. Parent Email Address on Verification Screen

DPI has also added the parent email address used by the parent to submit the application in the Online Parent Application to the verification screen for each student in OAS. This was added to assist schools in quickly identifying parent contact information. The email address is displayed at the top of the screen below the parent phone number.

Please note the email address was and still is available in "Export to Excel" in OAS. The field called "Email" under "Contact Info" is the email address the parent registered to submit the application in the Online Parent Application.